Programming Policy	
ADOPTED DATE	2.24.2022
REVISED DATE	10.22.26
REVIEW DATE	
REVISION #	1.0

LIBRARY POLICY

Programming Policy

PURPOSE

To outline the guiding principles used when developing and offering library programming.

POLICY

The Frankfort Public Library District offers programs that foster literacy, cultural appreciation, personal growth, recreation, and community connections. Events and classes sponsored by the Library support the Library's mission and expand the visibility and engagement of the Library in the community.

Programs are sometimes presented in cooperation with other agencies and institutions. Sponsorship or co-sponsorship of Library programs requires a mutually beneficial agreement between the Library and the sponsoring organizations. Sponsorships include, but are not limited to:

- Financial support
- Staffing support
- Facility use

External organizations or individuals partnering with the Library on programs must coordinate promotional efforts with the Library.

Library staff may use, but are not limited to, the following criteria in program planning:

- Connection to Library mission, strategic plan, and service goals
- Community needs and interest
- Presentation quality and treatment of content for intended audience
- Presenter background, qualifications, and/or reputation
- Availability of program space, both physical and virtual
- Budget and staffing considerations
- Connection to other community programs, exhibits, or events

Requests from individuals to present Library programs are considered using the above criteria. Community members may submit program suggestions or proposals, but Library staff reserve the right to determine which programs and events are scheduled. The Library's philosophy of open access to information and ideas extends to its programming by welcoming a broad spectrum of opinions, viewpoints, and ideas. Presenters are chosen for their proven or unique expertise and public performance experience. Library sponsorship of a program does not constitute an endorsement of the program content or the views expressed by the participants or speakers.

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Library-sponsored presentations are to be free of solicitations, sales pitches, or proselytizing unless prior authorization from the Library is given. No goods or services, including attendees' names and/or contact information, may be solicited or sold during the program or event, with limited exceptions and prior authorization, such as books or music at author or performer events. The Library does not offer programs of a commercial nature, including, but not limited to, presentations offered for free but with the intention of soliciting future business. Library programs may occur on- or off-site. Booking a Library meeting room does not constitute a Library-sponsored program.

The Library affirms and supports its patrons' freedom and responsibility to choose which programs they attend according to their needs, individual tastes, or family values. Patrons should apply those criteria to their attendance of Library programs only for themselves and should not restrict nor interfere with other patrons' freedom to attend programs in any way. Programmers may offer programs that meet the needs of the community even when they may present views contrary to the personal beliefs of staff members, Library Trustees, community organizations, or individuals. Library cardholders who wish to request that the Library reconsider a specific program may complete a "Request for Reconsideration of Library Program" form. The request will be reviewed by the Head of Adult Services and/or the Head of Youth Services, and the Library Director. A written reply will be sent to the individual. If that individual is dissatisfied with the response, the request for reconsideration will be forwarded through the Library Director to the Library Board of Trustees for its review and final decision.

The Library offers programs for all members of the community; however, staff may establish additional restrictions for specific programs based on age, grade, or other relevant factors. This information is included in publicity about those programs.

Some programs may be restricted by room capacity, minimum or maximum attendance requirements, or residency. Depending on factors such as the type of activity or location of event, some programs may require signed waivers. In limited circumstances, Frankfort Public Library District cardholders may be given registration preference due to demand and capacity limitations. Though fees are not generally charged for Library programs, it may be necessary to charge fees for items such as materials, food, or transportation. Charges will be related to direct expenses incurred by the Library and not imposed on the basis of the content or focus of the presentation. Restrictions will be noted in advance of the program.

Groups

Due to room capacity and staffing limitations, any groups (including but not limited to preschools, schools, day care centers, senior centers, etc.) wishing to attend will only be admitted if there is space available at the time of the program. Scheduled tours, visits, and storytimes are available to groups upon request and dependent on scheduling and staffing availability.

Cancelled Programs

Programs may be cancelled for a number of reasons including, but not limited to, severe weather, absence of the presenter, or low registration. In the event a program is cancelled, efforts will be made to notify registered participants, and to let the public know. Cancelled programs are not automatically re-scheduled.

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Special Accommodations

Programming practices adhere to the Americans with Disabilities Act (ADA) and the American Library Association's Bill of Rights. ADA accommodations by request for programs are available, and should be arranged by contacting the Library Director or designee at least ten business days prior to a scheduled program.

Recording of Programs

Limitations to photography and videography may apply at programs and events based upon contract and copyright restrictions with the presenters. Attendees should discuss their desire to photograph or record a program or event in advance with the appropriate Library staff.

Library staff may also photograph or otherwise record Library programs for promotional purposes.

Other Limitations

Everyone attending Library-sponsored programs is subject to all other Library rules, regulations, and policies, including, but not limited to, the Patron Behavior Policy. The Library reserves the right to suspend or revoke permission to attend Library-sponsored programs for any violation of Library policies, rules, or regulations. An individual wishing to file an appeal for any suspension of privileges shall submit it to the Library Director in writing within 10 days of receiving the suspension. The Library Director will respond in writing.